

## GENERAL INFORMATION

The following information was compiled as a guide for residents who wish to construct an accessory structure. An accessory structure is a free standing, separate building which is devoted exclusively to an accessory use. In residential zoning districts, accessory buildings include, greenhouses, tool sheds, swimming pool cabanas, gazebos, unattached carports and garages.

Not more than two accessory structures and one principal structure may be erected on a lot. No one accessory structure may exceed one-half the ground floor level of the principal building on the lot. Minimum side and rear setbacks are five feet, except in the Central Residential District which is zero. The minimum distance between the principal building and accessory structure is ten feet and between two accessory structures is five feet. The maximum height is 14 feet.

A building permit is required for any accessory structure that is 144 square feet or more or any structure with a wall greater than 12 feet in length. If electric service is provided, an electrical permit is required regardless of size of structure.

To acquire the permit for your accessory structure, please bring the following information to the Department of Community Development in City Hall, 200 North Second Street, Suite 303:

- Two copies of the scaled building plans showing footing/foundation detail, framing member sizes, header sizes, door and window location and sizes, truss or rafter design, flooring detail, and any electrical or plumbing. Also, include floor plan, wall cut detail, elevations and any applicable stair detail. If trusses are used, a copy of a Missouri certified engineer drawing is required.

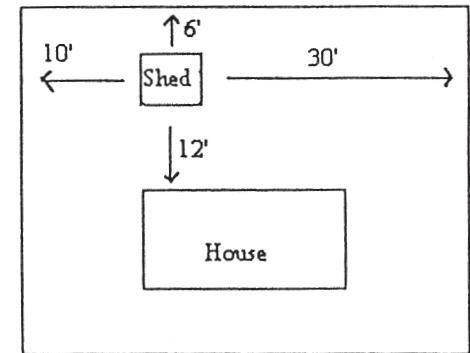
- A copy of your spot survey or draw a site plan showing the location of your home and proposed structure on the lot. Show distances to property lines and keep in mind that structures may not be located over an easement.
- The two copies of the plans and survey should be brought to the Building Division of the Department of Community Development and a short application will be filled out at the office. The plans are left for plan review, which normally takes about five working days. When the permit is ready, you will be notified and told the amount of the permit fee.

## INSPECTIONS

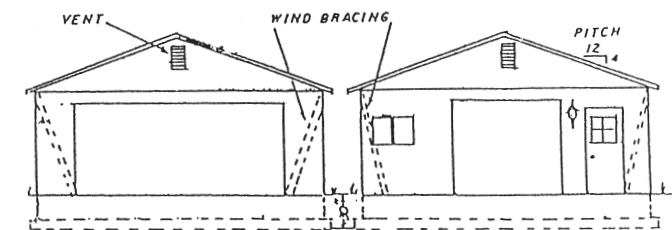
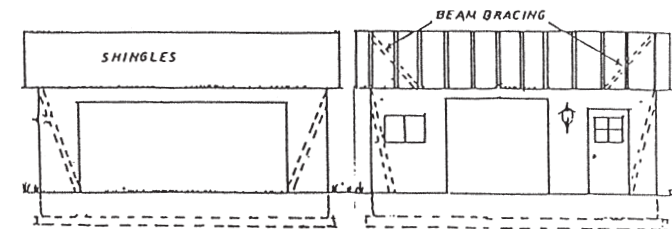
Inspections must be called into the office 24 hours in advance. To schedule your inspection, please call (636) 949-3227 between 8:00 AM and 5:00 PM, Monday through Friday. If it is necessary to cancel or change your inspection, please call as soon as possible. Remember to post your permit so that it is visible from the street.

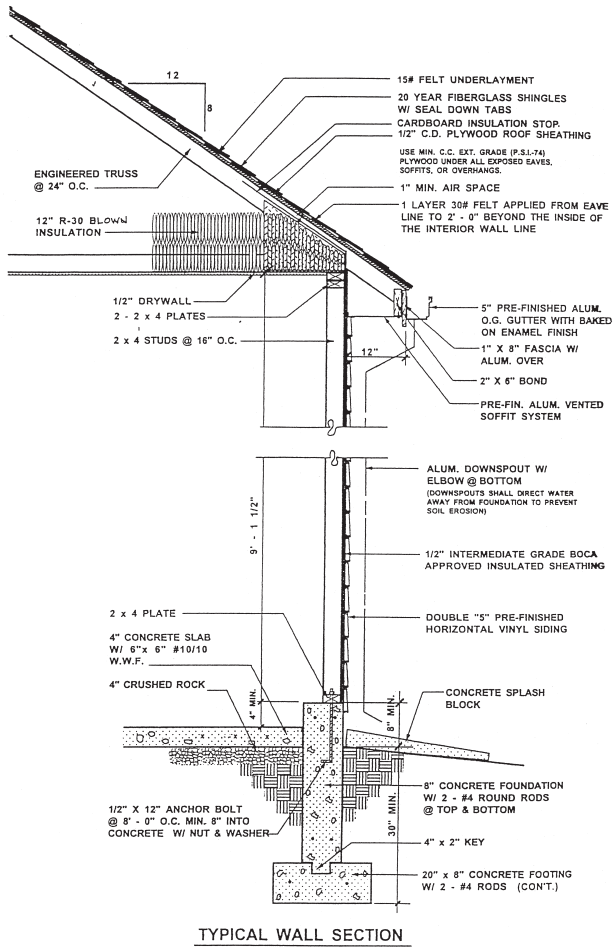
The first inspection will be performed when the footing has been excavated. The inspector will measure for proper depth, size, soil conditions, and location on the lot.

The second inspection will be the framing rough, electric rough (if applicable), and the plumbing rough (if applicable). The last inspection will be performed when the structure is complete, at which time you will be issued a Certificate of Occupancy, if all requirements have been met.



TYPICAL PLOT PLAN





Department of Community Development  
200 North Second, Suite 303  
St. Charles, MO 63301



CITIZEN  
INFORMATION  
SERIES

## ACCESSORY STRUCTURES



DEPARTMENT OF  
COMMUNITY DEVELOPMENT